

BOROUGH OF MCSHERRYSTOWN
338 Main Street, McSherrystown, PA 17344
Phone: (717) 637-1838

REQUEST FOR PROPOSALS - MUNICIPAL ENGINEERING SERVICES

One-Year Contract with Renewal Options

Issue Date: October 29, 2026

PROPOSALS DUE: November 18, 2026 by 4:00 PM

1. INTRODUCTION AND BACKGROUND

The Borough of McSherrystown, Adams County, Pennsylvania (the “Borough”) is a municipal corporation organized and operating under the under the Pennsylvania Borough Code, 8 Pa.C.S.A. § 101, *et seq.* The Borough encompasses approximately 0.5 square miles and serves a residential population of 3,114. Borough infrastructure includes approximately 8.85 miles of Borough owned roads, sidewalks, water and sewer lines, stormwater management, and other municipal infrastructure.

The Borough now solicits proposals from qualified engineering firms to provide professional engineering services. The Borough has not conducted a competitive procurement for these services in some time and wishes to ensure it is receiving high-quality engineering support consistent with best practices and competitive market rates.

The selected firm will serve as the Boroughs’s Engineer of Record and primary engineering consultant for the one-year contract term, with the Borough retaining the option to renew for up to two (2) additional one-year terms. However, the Borough reserves the right to appoint a special project engineer to represent its interests in specific matters.

2. SCOPE OF SERVICES

The Borough seeks comprehensive municipal engineering services. Anticipated services may include, but are not limited to:

2.1 General Engineering

- Serve as Engineer of Record for the Borough.
- Advise Borough Council, committees, the Planning Committee, and the Borough Manager on all engineering matters arising in the conduct of Borough business.
- Attend Borough Council meetings, meetings with staff/stakeholders, Planning Committee meetings, and other meetings as needed.
- Review and respond to engineering inquiries from the Borough, regulatory agencies, and the public.
- Maintain and update record drawings and system mapping as improvements are made.
- Coordinate with the Borough of Hanover for water and sewer issues, and other local and state agencies as appropriate.

2.2 Capital Planning and Project Development

- Prepare and maintain a Capital Improvement Plan for projects as requested by the Borough.
- Develop project scopes, cost estimates, and funding strategies,
- Prepare and submit applications for PENNVEST, CDBG, PennDOT, and other grant/loan programs.

2.3 Municipal Design Services

- Design public infrastructure projects including roadways, parks, and stormwater systems.
- Provide structural engineering support for municipal facilities.
- Prepare complete construction plans, specifications, and bid documents.
- Conduct public bidding in accordance with the Pennsylvania Procurement Code and the Borough Code.

2.4 Construction Inspection Services

- Perform construction inspections to ensure compliance with approved plans and specifications.
- Coordinate with Borough staff on escrow accounts, financial security and release recommendations.

2.5 Plan and Permit Review Services

- Review subdivision, land development, and construction plans for compliance with the Borough's ordinances and regulations.
- Provide technical review of site plans, grading, stormwater management, landscaping, and related improvements.
- Respond to inquiries regarding plan submissions.
- Coordinate subcontracted reviews, if specialized services are required.
- Support Borough staff in Act 167 stormwater permitting requirements.

2.6 CAD and GIS Capabilities

- Provide CAD and GIS services upon request.

2.7 MS4 Program Services

- Assist the Borough in reporting, mapping and permitting requirements under the State Municipal Storm Sewer systems (MS4) Program.
- Perform Stormwater reviews in accordance with the relevant Act 167 Plan and Borough Ordinance requirements.

2.8 Surveying, Easements, and Related Services

- Perform boundary and topographic surveys.
- Provide construction stake-out services.
- Prepare easement plats and legal descriptions.
- Assist with easement acquisition.

2.9 Grant and Bid Assistance

- Assist with or prepare grant applications and complete administration of grants related to engineering projects and project designs.
- Develop bid specifications and assist with the public bidding process.

2.10 Construction Administration and Observation

- Conduct pre-construction meetings.
- Review and approve shop drawings.
- Prepare inspection reports and documentation.
- Process contractor payment applications.
- Manage project close-out.

2.11 Traffic Engineering Services

- Conduct traffic impact reviews and studies.
- Evaluate roadway capacity and safety.
- Professional Traffic Operations Engineer certification is preferred.

2.12 Environmental Services and Regulatory Agency Interactions

- Coordinate permitting and approvals with applicable regulatory agencies.
- Ensure compliance with all environmental regulations.

3. CONTRACT TERM

The initial contract term shall be one (1) year, commencing on or around January 1, 2027, upon execution of an agreement in a form acceptable to the Borough Solicitor. The Borough reserves the right to renew the contract for up to two (2) additional one-year terms, at the Borough's sole discretion, upon mutual agreement on fees for the renewal period.

4. QUALIFICATIONS

To be considered, firms must demonstrate:

- Pennsylvania-licensed professional engineers on staff with experience in municipal engineering.
- Demonstrated experience designing and administering municipal construction projects in Pennsylvania.
- Experience with municipal procurement requirements under the Pennsylvania Procurement Code and the Borough Code.
- Experience reviewing preliminary and final land development plans as well as recommending and inspecting improvements thereto.
- Experience with grant applications, administration, and compliance for engineering-related projects.
- Knowledge of all applicable federal, state, and municipal codes, laws, and regulations.

- Knowledge of Pennsylvania Municipal Land Use regulations, zoning, and land development processes.
- Preparation of engineering plans, designs, specifications, and cost estimates for capital improvements.
- Expertise in stormwater management, including ordinance compliance, facility inspections, and MS4 program support.
- Management of right-of-way and road operating permits, including restoration requirements.
- Sufficient staffing and resources to serve as primary engineer for the Borough's ongoing needs.
- Ability to attend and actively participate in public meetings, including Borough Council, Planning Commission, and other official meetings, as required.
- No conflicts of interest with the Borough.

5. PROPOSAL REQUIREMENTS

Each proposal shall include the following:

5.1 Cover Letter. A cover letter signed by a principal or authorized representative expressing the firm's interest and affirming the accuracy of the proposal. Identify the proposed Project Manager and primary point of contact.

5.2 Firm Overview. Describe the firm's history, size, office location(s), organizational structure, and current workload. Identify the office from which services will primarily be provided.

5.3 Relevant Experience. Provide a minimum of five (5) references for similar municipal engineering engagements completed within the past seven (7) years. Include client name, contact information, project description, construction cost (if applicable), and the firm's role.

5.4 Project Team and Resumes. Identify key personnel who will be assigned to this engagement, including the proposed Project Manager, senior engineer, and support staff. Include brief resumes highlighting relevant qualifications and Pennsylvania P.E. license numbers.

5.5 Technical Approach. Describe the firm's approach to providing general engineering services for a borough. Include a description of the applicant's experience in performing services of the type described in this RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP in similarly sized municipalities.

5.6 Fee Schedule. Provide the following fee information:

- Hourly billing rates by staff classification (Principal, Project Manager, Senior Engineer, Staff Engineer, CAD/GIS Technician, Administrative, etc.).
- Anticipated billing rates for any renewal term(s).
- A schedule of standard reimbursable expenses (mileage, printing, subconsultant markup, etc.).

- If applicable, a proposed monthly retainer for general engineering services, with a description of services included.
- Describe any material financial relationship that the firm or any employee of the firm has with any individual or organization that may create a conflict of interest in representing the Borough .
- *Please note - Fees for specific capital projects will be negotiated separately based on the scope of each project and will be subject to Borough approval.*

5.7 Conflicts of Interest

- Describe any material financial relationship that the firm or any employee of the firm has with any individual or organization that may create a conflict of interest in representing the Borough.
- Describe any family relationship that any employee of the firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Borough.
- Describe any other matter that the firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Borough and the manner in which such conflicts will be resolved.

5.8 Certifications and Disclosures

- Confirmation that the firm carries required professional liability (errors & omissions), general liability, workers' compensation insurance, and umbrella excess liability coverage; include minimum coverage amounts.
- Disclosure of any pending or recent litigation, disciplinary actions, or regulatory proceedings involving the firm.
- Certification that the firm has no conflicts of interest with the Borough.
- Acknowledgment of compliance with all applicable non-discrimination requirements.

6. SUBMISSION INSTRUCTIONS

- Proposals must be received no later than November 18, 2026 at 4:00 PM.
- Submit one (1) electronic copy via email to Jessica Friert, Borough Manager, at manager@mcsherrystownboro.org.
- Proposals shall be submitted as a single PDF attachment with the email subject line: “RFP –Engineering Services”.
- Late proposals will not be accepted.
- Questions must be submitted in writing via email to Jessica Friert at manager@mcsherrystownboro.org by November 11, 2026. Responses to questions will be issued as an addendum to all registered firms.
- Any proposal may be withdrawn, by written request, at any time prior to the scheduled deadline for submission of the proposals.

7. GENERAL CONDITIONS

- The Borough reserves the right to reject any and all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the Borough.
- The Borough reserves the right to negotiate fees and scope of services with any or all firms submitting proposals.
- The Borough reserves the right to require any firm to submit additional information that the Borough deems necessary in evaluating the proposals.
- Issuance of this RFP does not obligate the Borough to award a contract.
- All costs incurred in the preparation and submission of proposals are solely the responsibility of the proposing firm.
- This procurement is subject to the requirements of the Pennsylvania Procurement Code and the Borough Code.
- The Borough is an equal opportunity employer and requires compliance with all applicable non-discrimination laws and regulations.

The Borough reserves the right to conduct interviews with shortlisted firms prior to final selection. The Borough is not obligated to select the lowest-cost proposal and may select the firm it deems most advantageous.

8. SCHEDULE

Event	Date (Tentative)
RFP Issued	October 29, 2026
Deadline for Written Questions	November 11, 2026
Addendum Issued (if applicable)	November 13, 2026
Proposals Due	November 18, 2026
Firm Interviews (if necessary)	November 19 – December 3, 2026
Selection Announced / Notice to Proceed Issued	December 9, 2026
Contract Term Begins	January 1, 2027

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